

PLANNING COMMISSION MEETING MINUTES



HYBRID/REMOTE AND IN-PERSON AT THE MILL

November 5, 2025

CALL TO ORDER: 6:00 PM by Chair Janice Huxford

MEMBERS PRESENT: Chair Janice Huxford, Vice-Chair Jennifer Davis, Commissioner Bruce Morton, Commissioner Mike Duerr, Commissioner Nathan Packard, Commissioner Connor Davis, and Council Liaison Ryan Donoghue

MEMBERS ABSENT: No members were absent.

STAFF PRESENT: Principal Planner David Levitan, Planning Manager Christi Schmidt, Administrative Assistant Dawn Erickson

OTHERS PRESENT: Robb Stanton, Lake Stevens School District

Chair Huxford called the meeting to order at 6:00 p.m. and led the Pledge of Allegiance.

Roll Call: As noted above.

Guest business: None.

Approval of Minutes: The October 15, 2025 meeting minutes were approved as written. Commissioner Morton made the motion, and Commissioner Connor Davis seconded. The motion passed unanimously.

Public Hearing: Commissioner Duerr moved to open the Public Hearing; Commissioner Morton seconded the motion, and Chair Huxford opened the Public Hearing. Principal Planner Levitan presented a summary of the Commission's work to date on the STEP Housing Code Amendment, which includes a Co-Living housing type where residential sleeping units are independently rented out with a common kitchen area. Parking codes cannot require more than .25 parking spaces per sleeping unit. Staff and the Commissioners have supported a split approach, where Permanent Supportive and Transitional housing would be outright permitted uses, while Emergency housing and Emergency shelters would be subject to a land use review as a Type II permit.

Emergency housing types would also require a site management plan and be subject to 500' buffers between individual uses and between "protected uses" (schools, childcare centers, parks, and libraries). He also illustrated the effects of the 500' buffer with maps; including parks in this buffer width would effectively prohibit housing/shelters in the downtown area, conflicting with HB 1220 requirements. Council also suggested that it may be more appropriate to limit buffers to schools and childcare centers. After reviewing the code amendment decision criteria and presenting staff recommendations (code

language in Attachment 1 is consistent with criteria in LSMC 14.16C.075 and applying the buffers only to schools and childcare centers), Principal Planner Levitan opened discussion.

Chair Huxford asked for any public comments either online or in-person; hearing none, she turned time over to the Commission.

Topics included:

- Major transit stops definition (Lake Stevens currently doesn't have any major transit stops as defined in the RCW) and associated parking requirements
- Refining/omitting subjective language throughout the document

After a final request for public discussion and hearing none, Chair Huxford closed the public hearing.

The 500' buffer, except for parks and libraries, was unanimously supported. The discussion centered on monitoring changes between the application and renewals, as well as remedies for misrepresentation or code violations. It was decided to recommend that any material changes that involve an updated site management plan would be subject to re-application prior to the changes being made. With this provision, parking, buffers, and re-permitting were all addressed. Motion to approve as amended made by Commissioner Packard, Commissioner Duerr seconded, and the motion passed unanimously.

Principal Planner Levitan discussed the ongoing process code changes to comply with state legislation. The interim ordinance adopted at the end of 2024 provided another year to incorporate legislative changes into our process code. Due to the volume of additional code work in 2025, staff have not gotten as far as hoped. The ordinance regarding permit review timelines needs to be made permanent by the end of the year. Staff have focused on HB1293 (clear and objective language regarding design review), alignment of definitions regarding permit types, and making design review an associated permit rather than a standalone permit. Site plan review is proposed to change from Type II to Type I permit, and plat alterations from Type V to Type II to better align with an additional year to incorporate the administrative modification section. He then opened it up for questions. There were none at this time.

Commissioner Reports:

- Commissioner Jennifer Davis had a reason to contact the city through VueWorks, and the city responded within one day, so she was complimentary of the city for that.
- Commissioner Packard commented about the high cost of growing an existing business or starting a business in the city due to design review requirements and impact fees.
- Commissioner Connor Davis congratulated Commissioner Packard on his successful City Council run and commented on the amazing group of middle-schoolers this year.
- Commissioner Packard said if he is elected to City Council, he will continue to participate in the Planning Commission as long as possible.
- Chair Huxford requested to be part of the interviews for new Planning Commissioners. Commissioner Packard's potential vacancy would be re-advertised per Planning Manager Schmidt.
- Commissioner Morton will be unavailable for a meeting on November 19, 2025

Director's Report

Planning Manager Schmidt advised the Commissioners that the public hearing on November 19, 2025 will be a double-header on Traffic Impact Fees and Concurrency Management Systems. Staff will also provide the Q3 report and the 2026 work Program.

Adjourn: Motion by Commissioner Morton, with a second by Commissioner Connor Davis, to adjourn the meeting at 7:08 p.m. The motion carried unanimously.

Respectfully,

Dawn Erickson, Administrative Assistant